



Revised 1/11

MONTGOMERY COUNTY ETHICS COMMISSION

GENERAL EMPLOYEE OUTSIDE EMPLOYMENT REQUEST FORM

PRINT OR TYPE

Notice: If the application is approved, your name, the name of your employer, the nature of the job, and any restrictions will be posted on the Ethics Commission's website in accordance with §19-12(a) of the County Ethics Law

All general County employees must comply with Chapter 19A (Ethics Law) and COMCOR 19A.06.02 (Administrative Policies and Procedures for Outside Employment.)

(Please submit an original and one copy of this request. Use additional paper if necessary. Employee may begin outside employment as soon as department head has given written approval on this form. However, such approval is conditional and subject to the final decision of the Ethics Commission.)

TO: Ethics Commission

Date: _____

VIA: _____ (Department Head)

VIA: _____ (Supervisor)

ALL ITEMS MUST BE COMPLETE OR YOUR APPLICATION WILL BE RETURNED WITHOUT FINAL APPROVAL

All general county employees must comply with Chapter 19A (Ethics Law) and COMCOR 19A.06.02 (Administrative Policies and Procedures for Outside Employment).

SUBJECT: Pursuant to Chapter 19A of the Montgomery County Code, I am submitting my request to engage in employment outside of the Montgomery County Government.

1. Name _____ County position title _____

Department _____ Division _____

Office phone number _____ Work schedule (e.g. 8:30 -5:00) _____

2. Brief description of duties and responsibilities of County position:

Employee's last name: _____

3. Brief description of your County department's function:

Outside Employer's Company Name: _____

Company Supervisor's Name: _____ Phone No: _____

Company Address: _____

Nature of company business:

4. Position title, duties, and responsibilities of your outside employment:

5. Hours per week to be spent on outside employment and your work schedule with outside employer (specific hours when you will be working at this job):

6. Anticipated length of your employment with outside employer:

Indicate (month/years/indefinite) _____

7. Is the prospective employer regulated by your County department/agency?

(Circle one) Yes or No

8. Are you or another department employee in charge of hiring personnel for your prospective employer? Check all that apply:

I am _____ Another dept employee _____ Neither _____

9. Will you supervise anyone at your prospective workplace who currently supervises you in your County employment?

(Circle one) Yes or No

Employee's last name: _____

10. Will anyone at your prospective workplace whom you currently supervise in your county employment supervise you at your prospective workplace?
(Circle one) Yes or No

11. What, if any, percentage ownership interest do you hold in your prospective employer?
_____ %

12. Does the prospective employer negotiate or contract with your County department/agency?
(Circle one) Yes or No

13. Do you supervise or does a person who supervises you as part of your county employment hold any economic interest in your prospective employer?
(Circle one) Yes or No

14. Could this prospective employment impair your impartiality or independence in your County job?
(Circle one) Yes or No

Explain: _____

Employee Signature _____

DIRECTOR SUPERVISOR RECOMMENDATION: (If applicable)

_____ Approve
_____ Deny (state specific reasons for denial)

Comments:

Signature of Direct Supervisor

DEPARTMENT HEAD RECOMMENDATION:

_____ Approve
_____ Deny (state specific reasons for denial)

Comments:

Signature of Department Head

Date

Printed Name of Department Head

(Signature of Department Head or designee must be on file with the Ethics Commission)